

# Public Participation Plan



## Janesville Area Metropolitan Planning Organization

Technical Advisory Committee: October 3, 2017

Policy Board: November 29, 2017

## **INTENT**

The purpose of this document is to inform Janesville area citizens, metropolitan planning organization (MPO) committee members, and public and private transportation providers about the public participation process used during the review and approval of MPO transportation planning documents. This guide specifically outlines the procedures to be used during the development of the Transportation Improvement Program (TIP), Long Range Transportation Plan (LRTP), Public Participation Plan, and other plans and studies as appropriate.

## **METROPOLITAN PLANNING ORGANIZATION**

The Janesville Area MPO is responsible for developing transportation plans and programming projects for the Janesville planning area. As part of its responsibilities, the MPO is charged with providing a forum for cooperative transportation planning and decision-making and establishing a public involvement process that ensures opportunities for early and continuing general public involvement in the review and evaluation of Janesville area transportation plans and programs.

The Janesville Area MPO is represented by the following units of government:

- City of Janesville
- City of Milton
- Rock County
- Janesville Township
- Harmony Township
- La Prairie Township
- Milton Township
- Rock Township

The City of Janesville Community Development Department serves as the staff for the MPO, and MPO functions are directed by a 16 member Policy Board. The MPO Policy Board is advised by a 24-member Technical Advisory Committee (TAC). Figure 1 illustrates the membership of the MPO Policy Board and TAC.

## **INTRODUCTION**

Public involvement in the formulation and approval of MPO plans and programs, including the Long Range Transportation Plan and the TIP, is an important part of the Janesville area transportation planning process. This document provides a set of guidelines and standards that the Janesville Area MPO intends to follow to engage the public in local transportation plans and programs. Flexibility in the proposed procedures will be maintained throughout the public participation process in order to encourage maximum public involvement. The public participation plan will be reviewed and evaluated at least every 5 years, and amended as necessary to reflect changes in federal legislation. This document serves as an update to the Public Participation Plan adopted in 2012. Any amendments will be reviewed and approved by the MPO Policy Board.

## **GOALS AND OBJECTIVES FOR THE PUBLIC INVOLVEMENT PROCESS**

The following public participation objectives of the Janesville Area MPO were originally adopted in 1994 and form the foundation for the guidelines included in this document:

- Early and continuing opportunities for public involvement
- Timely dissemination of information about transportation plans and programs
- Reasonable public access to technical and policy information
- Adequate notice to the public regarding public involvement opportunities and activities
- Adequate time for public review and comment at important decision points
- Documentation of public comments in MPO plans and programs
- Periodic review and revision of the public participation process

## **PUBLIC PARTICIPATION CONTACTS**

The Janesville Area MPO maintains and updates an extensive list of organizations and individuals from whom public involvement is sought. The public contacts include the media, schools, major employers, freight shippers, providers of freight transportation services (e.g. planning/logistics, transfer, and storage companies), public transit users and their representatives, social service agencies, health care centers, senior housing developments, special interest groups, government agencies, and private citizens. The MPO will solicit input from various agencies and individuals on the mailing list during the appropriate stages of the TIP, long range transportation plan, Public Participation Plan, and other special studies such as the Transit Development Plan updates. Transit users will be initially contacted about public meetings through postings or displays at the Downtown Transit Transfer Center.

A copy of the MPO public participation mailing list will be available for review at the City of Janesville Planning Services Division (City Hall). Any agency or individual may request to be added to the mailing list for future meeting notification and document distribution.

The long range transportation plan, TIP and other special studies, as appropriate, will be developed in consultation with state and local agencies such as the EPA, Army Corps of Engineers, DNR, adjoining planning agencies and units of government and local historic preservation interests. Where possible, the MPO will depend on the DOT's coordination process. When this is not possible, the MPO will contact additional state and local agencies related to the afore mentioned topics, inform them of the projects or plans being considered and how to submit their comments.

## **POLICY BOARD AND TECHNICAL ADVISORY COMMITTEE MEETINGS**

A Class One Public Notice will be printed in the *Janesville Gazette* and included in the City of Janesville weekly meeting notice. Each meeting will be published on the City of Janesville Public Meeting Calendar to announce both Policy Board and Technical Advisory Committee meetings. The notice shall state the purpose, time, and location of the meeting as well as staff contact information. The public notices shall be printed in the local newspaper and posted to the city meeting calendar at least one week prior to the meeting.

The site for all Policy Board and Technical Advisory Committee meetings will be adequate in size for the audience, accessible to persons with disabilities, located on or convenient to public transportation routes and provide adequate parking. The special needs of the population being served will be considered when choosing meeting locations. Public requests for alternate meeting locations will be considered and every attempt at accommodation will be made. Any applicable handouts will be available to the public as they enter the meeting room. Individuals may make oral comments, submit written comments, or send comments to the MPO staff at the appropriate postal or email address.

A sign language interpreter for hearing impaired persons will be made available if requested. Staff members will provide assistance in describing exhibits or provide information in alternative formats for visually impaired person or those with other disabilities. MPO staff will work with persons of limited English proficiency (LEP) to include them in the planning process.

When possible the MPO shall use visualization techniques such as maps, transportation models, drawings, photographs, or illustrative renderings of proposals to present the projects, plans or topics being discussed at each meeting.

## **MPO Sub-committees, advisory groups, and project teams**

Per MPO's bylaws, the Chair of the Policy Board and the Chair of the Technical Advisory Committee have the authority to designate any special committees they find necessary. Bylaws do not specify whether such sub-committees may consist only of MPO elected officials and staff.

Sub-committees and advisory groups that are formed to aid in the development of a plan the MPO will approve, such as the Long Range Transportation Plan or Transit Development Plan, shall follow all of the public notice and meeting location procedures as the MPO TAC and Policy Board. Every effort should be made to form sub-committees with a diverse set of stakeholders, paying particular attention to include transportation disadvantaged individuals and organizations that serve disadvantaged populations.

For certain projects, MPO jurisdictions may form a work team to advise the engineering design of a major public works project such as a bridge. Local jurisdictions also routinely hold public meetings to share information about upcoming transportation projects. These projects are primarily implementation related rather than planning related. For public meetings related to specific public works projects, public notice may be conducted according to the standards of the city, town, or county conducting the activity rather than following the notice requirements in this plan.

## **DOCUMENTS**

All documents, including maps can be viewed at the City of Janesville Planning Division (City Hall), the Janesville Hedberg and Milton libraries and on the City of Janesville website on the MPO webpage. Individuals can obtain paper copies of the documents or CDs containing the documents at the City of Janesville Planning Services Division (City Hall). Visualization aids used in presentations to the TAC or Policy Board can be viewed at the City of Janesville Planning Division (City Hall). The aids specific to the meeting will be kept for at least 2 weeks after the meeting.

## **PUBLIC PARTICIPATION PROCEDURES**

The draft of the Public Participation Plan will be reviewed by the Technical Advisory Committee. After the review process, the final adoption of the Public Participation Plan is subject to MPO Policy Board approval. A 45 – day public comment period will be available prior to the adoption of the plan by the Policy Board. At the beginning of the 45 – day public comment period, a public notice will be printed in the local newspaper and posted on the City of Janesville website and a notification letter will be mailed to the public participation contact list. The notification letter and public notice will state where the document can be reviewed and staff contact information. Contact information for MPO staff will include an address, telephone number, fax number, and email address. The document will be available for review at the City of Janesville Planning Services Division (City Hall), the Janesville Hedberg and Milton libraries, and on the City of Janesville website. Comments received on the public participation procedures and the MPO's response to those comments will be attached to the draft document and made available to technical and policy committee members.

Amendments to the Public Participation Plan will follow the same procedures as the draft plan with review by the Technical Advisory Committee followed by a 45-day public comment period before final approval of the amendment(s) by the MPO Policy Board.

The Public Participation Plan will also be used to fulfill the public participation procedures required by the Federal Transit Administration for review and approval of the Program of Projects for transit purposes.

## **LONG RANGE TRANSPORTATION PLAN**

The Janesville Area Long Range Transportation Plan examines the existing highway, transit, freight, and bicycle/pedestrian systems, identifies existing and projected problems with the system, and proposes long range transportation systems improvements. Legislation requires MPOs to amend and update their long range plan in order to reflect the transportation issues and projects that will affect the planning area over a 20-30 year horizon. Plan goals, objectives, policies, and priorities will be reviewed by the Technical Advisory Committee, special committees, as appropriate, the general public and the Policy Board in the initial stages of the federally-required five year updates to the long range transportation and land use plan.

### **Goal and Objects for Public Participation**

- Goal: Early and continuing opportunities for public involvement
  - Objective: Notify individuals and groups by mailings and email distribution that the plan is being developed and that they can contact the MPO to learn more about the Long Range Transportation Plan and provide any comments on the process.
  - Objective: Post in the newspaper and on City of Janesville website a public notice that announces the development of the plan and meetings of the Technical Advisory Committee. Notices will include MPO contact information.
- Goal: Timely dissemination of information about the Long Range Transportation Planning process
  - Objective: Post public notices in the local newspaper, Janesville Transit Center, and on the website at least one week prior to all public meetings.
  - Objective: Post TAC and Policy Board agenda packets on the City of Janesville website at least one week prior to all public meetings, so they are available to the public.
  - Objective: Provide a draft of the Long Range Transportation Plan at the Janesville Hedberg and Milton libraries and the City of Janesville Planning Services Division (City Hall).

- Goal: Adequate notice to the public regarding public involvement opportunities and activities
  - Objective: Post a public notice in the local newspaper, in the City of Janesville weekly press release, at the Janesville Transit Transfer Center, and on the City of Janesville website announcing public meeting(s) and open house(s). The notice shall include the time and location of the meeting(s).
- Goal: Adequate time for public review and comment at important decision points of the Long Range Transportation Plan.
  - Objective: Hold public engagement forums (CEFs) during the development process to receive guidance and feedback from the public.
  - Objective: Allow a 30-day public comment period before final approval of the Long Range Transportation Plan.
  - Objective: Provide MPO staff contact information including phone number, fax number, address, and email on all public notices, mailings, and web page.
- Goal: Documentation of public comments in the Long Range Transportation Plan
  - Objective: Provide an appendix to the final document that summarizes all public comments and how the MPO integrated comments into the adopted Plan.

### Long Range Plan Draft

#### Plan Development

The factors that affect future transportation needs and the anticipated impacts of transportation system improvements are identified and analyzed at the plan development stage. It is at this stage that long range plan goals, objectives and policies will be reviewed, discussed, and developed. Participants in this review will include MPO Staff, Technical Advisory Committee members including representatives from the townships contained within the planning area, City of Janesville, City of Milton, Rock County, WisDOT, FHWA, FTA, and members of the general public. The activities that will take place during the plan development stage are described below.

- An introductory overview report will be developed that identifies the major multimodal (highway, transit, rail, bicycle/pedestrian) factors to be analyzed in the long range plan. The report will outline key transportation issues in the area and the transportation planning goals, objectives, and policies that will be used to determine which projects or studies will be recommended for development or construction over the 20 -30 year planning period. The report will also include a summary of transportation planning

documents that relate to the long range plan or are to be used as a foundation for developing the long range transportation plan. The goals, objectives, policies, and related planning documents included in the report will reflect the transportation planning activities of the entire Janesville MPO planning area; will be developed in consultation with all MPO jurisdictions, the general public, and Technical Advisory Committee members, and other appropriate parties such as the EPA and DNR. After review by the Technical Advisory Committee, the MPO Policy Board will review and approve the overview report and all subsequent sections of the long range plan.

- Technical input on plan development will be coordinated through meetings with county and township representatives, City of Janesville, City of Milton, WisDOT, FHWA, FTA and public and private transportation providers in the MPO area. These Technical Advisory Committee meetings will be open to the public. The Technical Advisory Committee will discuss and recommend for approval a general land use map for the long range transportation plan. The map will identify general land uses for all developed and undeveloped land within the MPO planning area boundary and will reflect a 20 to 30 year growth horizon. Upon approval by the MPO Policy Board, the land use map will be incorporated into the introductory overview report.
- The MPO Director may choose to form advisory groups or sub-committees to assist with development of the LRTP. All such meetings will be open to the public and noticed accordingly.

Input on the initial stage of the plan will be received by the MPO through written comment, by calling or emailing MPO staff directly or by electronic email. These comments will be discussed at the technical meetings or open houses held during the plan development stage and incorporated in the final document.

#### Draft Plan Review

Interested organizations and the general public are encouraged to review the draft plan to ensure that it reflects the future transportation needs of the Janesville planning area.

- As sections of the Draft Plan are completed, they will be distributed to all Technical Advisory Committee members, and executive summaries of the Draft plan sections will be distributed to Policy Board members. Organizations and individuals on the MPO public participation distribution list will be notified when each section is complete and ready for review by the TAC. Full copies of the Draft plan sections will be available for review at the Janesville Hedberg and Milton libraries, at the City of Janesville Planning Services Division (City Hall), and on the MPO webpage. Hard copies of the Draft plan sections or CDs containing the draft sections will be provided by City of Janesville Planning Services Division (City Hall) for any organization or individual who may like to obtain a copy.
- Continued technical input into the presentation of the draft plan is encouraged through meetings with county and township representatives, City of Janesville, City of Milton,



WisDOT, FHWA, FTA and public and private transportation providers in the MPO area. Meetings with the MPO Technical Advisory Committee & Policy Board will be open to the general public and noticed as such.

- Copies of the Draft Plan will be available for public viewing at the City of Janesville Planning Services Division (City Hall), Janesville Hedberg and Milton libraries, and on the MPO web page. Individuals will also be able to obtain CDs containing copies of the document.
- A public meeting(s) or community engagement forum (CEF) will be held at which time members of the general public may provide comment on draft sections of the plan. Public notice of the meeting (s) will be printed in the local newspaper, posted on the MPO webpage, and MPO public participation list will be notified at least one week prior to the meeting.

Comments will be received by the MPO through written comment, by calling the MPO staff directly or by email. There will be 30- day public comment period between the review of the Draft Plan by the Technical Advisory Committee and the final approval by MPO Policy Board. All public comment and the MPO's response will be summarized in the final document.

#### Final Plan Distribution

The final plan will be sent to all organizations included on the MPO's Technical Advisory Committee including local, county, state, and federal levels of government. A final copy will also be available for review at the Janesville Hedberg and Milton libraries and on the MPO webpage. Reserved copies of the plan will be kept at the City of Janesville Planning Services Division (City Hall) for any organization or individual who may like to obtain a copy.

During any of the separate public information meeting(s) held on the Long Range Transportation Plan, individuals will have the opportunity to speak one-on-one with MPO staff and make any comments concerning the document. Comments will be documented for public record in meeting minutes and will be incorporated into the appendix of the plan. Individuals may make oral comments, submit written comments, or send comments to the MPO staff at appropriate postal or email address. Any applicable handouts will be available to the public as they enter the meeting room.

The site for such meeting(s) will be adequate size for the audience, accessible to persons with disabilities, located on or convenient to the public transportation routes and have adequate parking. An effort will be made to choose a time that will accommodate the majority of the public, while still allowing the voting members to participate fully. Meetings will be scheduled so that persons who must rely on public or specialized transit can attend and still return home during the hours of operation of those systems and also accommodate those persons who work both during the day and in the evening. A sign language interpreter for hearing impaired persons will be made available if requested. Staff members will provide assistance in describing exhibits or provide information in alternative formats for visually impaired persons or those with other

disabilities. Upon request, MPO staff will work with persons of limited English proficiency (LEP) to include them in the planning process.

#### Environmental Consultation

The MPO adopted a process for environmental consultation related development of the LRTP in November 2007. The Environmental Consultation Plan is included in the Plan as an appendix.

#### Amendments

Amendments to the Long Range Plan will be reviewed by the Technical Advisory Committee and notice of the meeting will be posted in the local newspaper and on the City of Janesville website. Final approval of the amendments will be made by the MPO Policy Board after a 30-day public comment period. All comments and MPO response will be attached to the amended plan.

### **TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

The Transportation Improvement Program is a staged six-year listing of actual highway, transit, and enhancement projects within the metropolitan area. The TIP is prepared as a cooperative effort by the MPO, the Wisconsin Department of Transportation, transit operators, and other local agencies. The program identifies the scheduled construction year of the proposed project, type of project, funding source and funding level. In the Janesville planning area, the TIP is updated on an annual basis, and any area transportation project using federal funds must be included in the document. The TIP must be endorsed by the MPO Policy Board and WisDOT prior to being submitted to the Federal Highway Administration for funding. The MPO is charged with providing citizens and other interest parties with appropriate opportunities for comment on the TIP before the Policy Board grants final approval.

#### Identification of Projects

- Projects are requested from the following units of governments or departments:
  - City of Janesville (Engineering Department)
  - City of Milton
  - Towns of Harmony, Janesville, LaPrairie, Milton, and Rock
  - Rock County Highway Department
  - Rock County Planning & Development Agency
  - Wisconsin Department of Transportation Regional office
  - Janesville Transit System
  - Rock County Specialized Transit
  - Rock County Health Care Center
  - Lutheran Social Services
  - Rock Trail Coalition
  - Community Action, Inc.
  - Riverfront

Organizations that do not have projects in the TIP are informed of the TIP process: Rock Trail Coalition, providers of public, private, or not-for-profit transportation providers, including providers of non-emergency medical transportation if those providers can be identified.

Inclusion of projects in the TIP is based on funding availability and compliance with short and long range plans for metropolitan planning area.

- Project submittals initiate the public involvement process and provide opportunity for input into the draft TIP.
- At the time that the Request for Projects (RFPs) are forwarded to the participating agencies and providers, a public notice is printed in *The Janesville Gazette* announcing the development of the TIP to the general public. The notice informs the public that they can contact the MPO to learn more about the TIP and provide any comments on the process. The notice also informs the public that a future public meeting will be held at which they can provide comments.
- The MPO will document all public comments received during the RFP period. A summary of these public comments and how they were addressed will be incorporated into the appendix of the TIP.

### Draft TIP

The Draft TIP is developed by the MPO staff after receiving project proposals from the local government agencies and transportation providers.

- The Draft TIP is sent to all members of the MPO Technical Advisory Committee plus all other transportation providers (both public and private) in the metropolitan area.
- The MPO will rely on WisDOT's consultation process to inform organizations such as the DNR, EPA, Army Corps of Engineers, and historic preservation groups of the projects being considered.
- Per 23 U.S.C. 134, representatives of transit users, freight shippers, and providers of freight transportation services on the public participation mailing list will be notified of the availability of the draft TIP. A copy of the proposed transit projects will be posted at the transit transfer center. Transit patrons will be notified that copies of the Draft TIP are also available for review at the Janesville Hedberg and Milton libraries, the City of Janesville Planning Services Division (City Hall), the Janesville Transit System office, and on the City of Janesville website.
- Copies of the Draft TIP will be made available for public review at the Janesville Hedberg and Milton libraries, at the City of Janesville Planning Services Division (City Hall), and on the City of Janesville website. Oral and written comments on the Draft TIP

will be taken by the MPO and documented in the Draft TIP prior to the development of the Final TIP.

- The MPO Technical Advisory Committee meets to discuss the projects that have been included in the Draft TIP. Additions or deletions to the list are suggested at this time. The Technical Advisory Committee meeting is an open meeting and the general public is invited to attend through a notice published on the City of Janesville website and in *The Janesville Gazette*.
- There will be a 20-day comment period after the Technical Advisory Committee reviews the TIP, and before final approval by the MPO Policy Board.

Both the Draft and Final versions of the TIP contain a separate chapter describing the public involvement stages included in the development of the document. A section of this chapter is devoted to summarizing public comments on TIP development along with MPO staff's response to these comments or questions. The MPO staff will usually respond to written comments or questions by directly speaking with the interested individual. The MPO will keep official documentation of the TIP – related materials including legal notices, Technical Advisory Committee and Policy Board structures, press releases, meeting attendee lists, and meeting summaries on file and available to the public in the MPO office at the City of Janesville Planning Services Division (City Hall) for a period of seven years.

If requested by a number of organizations or individuals, the MPO will hold a separate open public information meeting or public hearing to present an overview of the Transportation Improvement Program. The MPO staff will be available for one-on-one discussions regarding the document(s). Individuals may also make oral comments, drop written comments into a comment box or send comments to the MPO staff at the appropriate postal or email address.

The site for such a meeting or hearing will be of adequate size for the audience, accessible to persons with disabilities, located on or convenient to public transportation routes and provide adequate parking. A time would be chosen so that a maximum number of people could attend. Meetings will be scheduled so that persons who must rely on public or specialized transit can attend and still return home during the hours of operation of those systems, and also accommodate those persons who work both during the day and in the evening. A sign language interpreter for hearing impaired persons will be made available if requested. Staff members will provide assistance in describing exhibits or provide information in alternative formats for visually impaired persons or those with other disabilities. MPO staff will work with persons of limited English proficiency (LEP) to include them in the planning process.

#### Final TIP Distribution

The MPO Policy Board determines final approval of the TIP after no further significant changes are made to the Draft TIP. The Final TIP is then published and submitted to the Federal Highway Administration, Federal Transit Administration, Wisconsin Department of Transportation and other local levels of government in the MPO planning area. Transportation providers and other individuals requesting a copy are also forwarded a copy of the Final TIP. Copies of the Final TIP

will be made available for public review at the Janesville Hedberg and Milton libraries, the MPO office at City of Janesville Planning Services Division (City Hall), and the Janesville Transit System office.

## Amendments

### No Amendment Required:

- Schedule
  - Changing the implementation schedule for projects within the first four years of the TIP.
- Scope
  - Changes in the scope (character of work or project limits) while remaining reasonable consistent with the approved project.
- Funding
  - Changing the source (Fed, state, local); category (IM, NHS, STP, earmarks); or amount of funding for a project without changing the scope of work or schedule for the project or any other project within the first four years of the TIP.

When an administrative modification is made by MPO staff, the updated document is reposted to the MPO webpage and notice of the change is communicated to WisDOT, FTA, FHWA, Technical Advisory Committee, and Policy Board.

Minor Amendment (public notice, minimum 20 day comment period, action by MPO Policy Board)

- Schedule
  - Adding an exempt/preservation project in to the first four years of the TIP, including advancing a project for implementation from an illustrative list or from the out-years of the TIP.
  - Moving an exempt/preservation project out of the first four years of the TIP.
- Scope
  - Changing the scope (character of work or project limits) of an exempt/preservation project within the first four years of the TIP such that the current description is no longer reasonably accurate.
- Funding
  - Change in project funding that impacts the funding for other projects within the first four years of the TIP forcing any exempt/preservation project out of the four-year window.

When a minor amendment is processed, a notice of the change is communicated to WisDOT, FTA, FHWA and Technical Advisory Committee. The MPO Technical Advisory Committee does not meet to approve a minor amendment. Public notice and a minimum 20-day comment period are required before action by the Policy Board. The public notice shall summarize the amendment(s) and include contact information for public comment.

Major Amendment (public involvement opportunity and processed through MPO Technical Advisory Committee and Policy Board)

- Schedule
  - Adding a non-exempt/expansion project to the first four years of the TIP, including advancing a project for implementation from an illustrative list or from the out-years of the TIP.
- Scope
  - Significantly changing the scope (character of work or project limits) of a non-exempt/expansion project within the first four years of the TIP such that current description is no longer reasonable accurate.
- Funding (thresholds to be defined by the MPO in consultation with WisDOT and FHWA and subject to WisDOT approval).
  - Adding or deleting any project that exceeds the lesser of:
    - 20% of the total Federal funding programmed for the calendar year, or
    - \$1,000,000.

A major amendment requires a meeting of the Technical Advisory Committee, followed by a 20 day public comment period before approval by the Policy Board. Public notice for meetings are required.

## **ANNUAL LISTING OF OBLIGATED FEDERALLY FUNDED PROJECTS**

The MPO will annually make available to the public a listing of federally funded projects for which funding was obligated in the previous year. The complete listing of projects will be posted to the MPO webpage within 90 days of the previous calendar year.

documented, and if appropriate to the study format, will be incorporated into the final document.

## **JANESVILLE TRANSIT SYSTEM ROUTE AND FARE CHANGES**

JTS relies upon the MPO for assistance with public engagement and outreach related to system route and fare changes, in accordance with the cooperative agreement for continuing transportation planning for the MPO between WisDOT, JAMPO, and JTS. JTS and the MPO jointly developed procedures for route and fare changes, included in Appendix B.

## **OUTREACH EFFORTS AND TECHNIQUES**

The MPO will use several types of outreach efforts and techniques during the public participation process which include the media, social media, local newspaper, the City of Janesville website, local cable access channel, online news media, and mailings.

- Area media groups are contacted when meeting notices and agendas are published. Agendas are sent to the Courthouse, the libraries, WCLO and WKPO. Meeting notices are sent to the Janesville Gazette, Forward Janesville, United Press International, WKPO, WREX-TV and WTOV.

- The City of Janesville posts items of interest to the Facebook and Twitter accounts. While regular City committee meetings are not posted to social media, items of interest applicable to the MPO include surveys, special events, road closures, bus detours, and traffic incidents.
- All public notices will be published in the *Janesville Gazette*. In addition the *Janesville Gazette* will also publish articles regarding planning efforts. For example, the planning of major highways/bypasses or neighborhood planning efforts are often articles in the newspaper.
- Notice of MPO public meetings and items of interest will be included in the City of Janesville weekly press release compiled by the City of Janesville. Media outlets in the Dane, Jefferson, Rock, and Winnebago (IL) Counties receive the release, although anyone may sign up to receive it through the City of Janesville website.
- WCLO, local news radio, covers local issues for the Rock County listening audience. Local Vision TV and Channel 26 cover local issues for the viewing audience.
- MPO staff will post all final planning documents on the MPO webpage. Agenda materials, including draft planning documents, are posted in the Agenda Materials section of the City website. Staff contact information including an address, telephone number, fax number, and email address will also be provided on the webpage.
- The MPO will also utilize the local cable access station (JATV) to announce upcoming meetings and planning efforts.
- Documents will be available for the public to view at the City of Janesville Planning Services Division (City Hall), Janesville Hedberg and Milton libraries, and on the MPO webpage. Special planning projects or notices about such projects may also be posted or available for viewing at the Janesville Transit Transfer Center.
- Meeting announcements may be sent to individuals and groups on the MPO mailing list. Public meetings announcements on special projects (neighborhood plans, highways, etc.) will be sent to residents who are directly affected by the proposed planning activity.
- MPO Staff will occasionally go out to the Township meetings and communities as part of the public participation process.
- MPO Staff will occasionally attend meetings of interested stakeholders, such as the Rock Trail Coalition and Downtown Janesville Inc.
- MPO Staff will use direct methods of outreach when appropriate. If online methods are used, alternative methods will be made available.



Additional outreach efforts will be used when appropriate. These additional efforts will be noted for possible future use during further public participation opportunities.

## **ENVIRONMENTAL JUSTICE**

This section is included to fulfill the 1994 Presidential Executive Order 12898, *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Population* in the applicable MPO documents. This order accompanied by Title VI of the 1964 Civil Rights Act attempts to identify, avoid, and minimize disproportionately harmful or hazardous health and environmental affects on low-income and minority populations. More specifically, the US DOT and FHWA identify three fundamental environmental justice principles:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of, reduction in, or significant delay in receipt of benefits by minority and low-income populations.

The Janesville Area MPO will comply with federal Environmental Justice requirements by adhering to the following strategy:

- Announce public meetings and planning efforts through public notices in the local newspaper. Information will direct Limited English Proficiency (LEP) persons how to access materials in alternative formats.
- Identify minority and low-income interest groups in the Janesville area and include them in all mailings announcing public meetings and planning efforts.
- Identify concentrations of low-income and minority populations by mapping demographic data.
- Identify current transportation systems serving minority and low-income populations in the TDP.
- Maintain a mapping system to assess impact of distributions of transportation programs, policies, and activities established in the Long Range Transportation Plan and TIP.
- Continuing evaluation of effectiveness of public involvement process.

## **EVALUATION CRITERIA AND PROCESS**

The public participation plan will be reviewed and evaluated at least every 5 years, and amended as necessary to reflect changes in federal legislation. The evaluation will consist of examining the following information:

- Number of Public Notices (newspaper/web page)
- List of where public notices are posted/published
- Number and variety of opportunities for public involvement
- Number of days from public notice announcement to planning activity (meeting, forum, open house, review of document, etc.)
- Number of days for public review and comment
- Number of local newspaper stories
- Number of public comments and suggestions
- Number of citizens at public meetings
- Number of individuals/groups on mailing list.
- Number of places that documents are placed for public viewing. Determine if they are in centrally located places and the hours that they are open for business.
- Quality of comments received.

Based on the data the MPO will determine if all possible resources are being used to involve the public and if these resources are effective. Effectiveness is ultimately determined by how many citizens take the opportunity to make comments or suggestions or that come to public meetings. A survey could also be sent out to individuals/groups on mailing list to determine ways to better reach the public or if a public involvement technique worked. A survey can also determine why individuals/groups do not participate.

## **COMPLAINTS**

All complaints regarding the Public Participation Process shall be filed with the Janesville Area MPO Coordinator. Complaints are reviewed by the MPO Coordinator, MPO Director, and City of Janesville Attorney. Complaints may also be heard by jurisdictions included within the MPO Planning Boundary. Those jurisdictions would then file the complaint with the MPO Coordinator. Title VI related complaints will be investigated using the Title VI procedures developed for the MPO and JTS.

## **DOCUMENTATION**

Copies of all planning documents will be available for viewing at the Janesville Hedberg and Milton libraries, at the City of Janesville Planning Services Division (City Hall), and on the MPO webpage.

Please submit comments or questions to:

Janesville Area MPO – Planning Services Division  
18 N. Jackson St.  
P.O. Box 5005  
Janesville, WI 53547  
Telephone: (608)755-3095  
Fax: (608) 755-3196  
Email: [planning@ci.janesville.wi.us](mailto:planning@ci.janesville.wi.us)

[www.ci.janesville.wi.us/mpo](http://www.ci.janesville.wi.us/mpo)

## Appendix A

### **Public Participation Plan Evaluation**

This evaluation examines the effectiveness of the Public Participation Plan, adopted in 2012, and based on the evaluation criteria included on page 20 of the Plan. Recommendations identified in this evaluation were incorporated into the update of the 2017 Plan, and the MPOs general procedures, as appropriate.

#### **Number of Public Notices (newspaper/web)**

From 2012 through mid-2017, the MPO TAC and Policy Board committees met 23 times. Public notices were published at least once in the Janesville Gazette seven days or more prior to the meeting date. Each year, a public notice and list of transit projects was posted at the transit transfer center. A public notice was published in the Janesville Gazette and on the website, as well as posted at the transit transfer center, announcing a public open house for the Transit Development Plan. Public notices and/or press releases were published to inform the public of direct survey efforts for the Trail User Survey and Transit Development Plan.

Public informational meetings related to State projects are also frequently published on the City of Janesville website and included in City press releases. While these meetings are not organized by the MPO, staff works with other agencies to involve the public in regionally significant projects.

MPO meetings have been included in the City of Janesville weekly meeting notice since 2007. MPO meetings were added to the City of Janesville weekly press release in late 2011. In addition to media outlets, the City of Janesville weekly press release is distributed to anyone who signs up to receive it.

#### **List of where public notices are posted/published**

Janesville Gazette  
City of Janesville website  
Janesville City Hall  
Transit Transfer Center (if Transit related)  
Janesville Hedberg and Milton Libraries

#### **Number and variety of opportunities for public involvement**

There have been a number and variety of opportunities for public involvement from 2012 through 2017. The MPO has held meetings of the Technical Advisory and Policy Board at least twice each year. In addition, special planning studies and projects have used direct survey and open house style meetings to gather input from the public.

#### **Number of days from public notice announcement to planning activity (meeting, forum, open house, review of document, etc.)**

A minimum of seven days between public notice and public meeting is required. Between 2012 through 2017, the seven day minimum was maintained. Several times, meetings were noticed twice: two weeks prior and then one week prior.

The City holds Community Engagement Forums (CEFs) for a variety of planned projects that will have an impact on a neighborhood or the community at large. For a major public works project, nearby property owners are identified and mailed a letter at least ten days prior to the meeting. For example, a CEF was held in 2016 to gather input and feedback regarding the Milwaukee Street Bridge replacement and realignment of the Ice Age Trail. Letters were mailed to neighbors 18 days prior to the meeting.

#### **Number of days for public review and comment**

A 20 day comment period was maintained between the Technical Advisory Committee meeting and the Policy Board meeting for actions related to the TIP. A 30 day comment period was maintained between committee meetings in 2016 when the Long Range Transportation Plan was updated. A 45 day comment period was maintained between committee meetings in 2012 when the Public Participation Plan was updated.

#### **Number of local newspaper stories**

The Janesville area is fortunate to have local media outlets that frequently cover transportation planning initiatives and projects. The Janesville Gazette and WCLO have published or aired stories about the downtown two-way conversion study, planning for the removal of the downtown Parking Plaza, Interstate 39/90 expansion, the Janesville Transit Development Plan and others. Upon request from staff, WCLO and the Janesville Gazette promote the availability of online surveys being used in planning efforts.

#### **Number of public comments and suggestions**

Trail User Survey: numerous comments documented in appendices of the Trail User Survey report.

Transportation Improvement Program: none

Transit Development Plan: Ongoing

#### **Number of citizens at public meetings**

There have been very few attendees at regular MPO meetings. Only around eight individuals have attended Technical Advisory Committee or Policy Board meetings in the period between 2012 and mid-2017.

Meetings with the purpose of a specific study or project have been more widely attended.

The Janesville Transit System is undergoing a Transit Development Plan, to be completed by the end of 2017. In May, the first round of data gathering and public outreach included an on-board rider survey, an off-bus survey of the general public, an open house at the transit transfer center, an open house at the Job Center, and multiple stakeholder group meetings. The Transit Advisory Committee, a sub-committee formed for the project, held its first meeting in July. The meeting was held at Janesville City Hall and was open to the public.

**Number of individuals/groups on mailing list**

The MPO coordinates with the Rock County Transportation Coordination Committee to continuously update the transportation providers contact list. The City of Janesville licenses private taxi operators and provides contact information to the MPO. The City of Milton no longer licenses taxi operators. The MPO worked with WisDOT in 2010 to add tribes with interests in the region to the environmental consultation list.

**TIP solicitation list:**

- City of Janesville (Engineering Department, Planning, Transit)
- City of Milton
- Towns of Harmony, Janesville, LaPrairie, Milton, and Rock
- Rock County Highway Department
- Rock County Planning & Development Agency
- Wisconsin Department of Transportation (Southwest Region)
- Rock County Specialized Transit
- Rock County Health Care Center
- Lutheran Social Services.
- Rock Trail Coalition
- Community Action, Inc.
- Riverfront
- All other public, private, or not-for-profit transit providers identified as Mass Transportation – Providers in the TIP

**Number of places that documents are placed for public viewing. Determine if they are in centrally located places and the hours that they are open for business.**

Hard copies of all materials are distributed to the Janesville Hedberg and Milton Libraries and available at the Janesville City Hall in the Planning Services Division. Janesville's facilities are centrally located in the downtown and accessible by transit. The Milton Library is centrally located within the City of Milton. Janesville City Hall is open Monday through Friday from 7:30am to 4:30pm. The libraries are open every day of the week and both libraries have evening hours on some days. These locations and business hours provide sufficient access to public documents.

Materials distributed to the libraries are posted in a glass case near the main entrance. The cover letter to the library director was the top sheet visible to the public. In 2012, staff developed a simple and easy to read flier explaining the enclosed materials and how to access them.

**Quality of comments received.**

The most numerous and highest quality comments from the public have come from specific planning initiatives such as the Trail User Survey, Long Range Transportation Plan and the Transit Development Plan.

## **Conclusion**

The Janesville Area MPO has made adjustments and improvements to outreach materials and techniques, which have been included in the 2012 update to the Public Participation Plan. The Janesville Area MPO followed public participation procedures as outlined in the Public Participation Plan in the period following the previous update in 2006. The procedures, as outlined, fulfill the goals and objectives of public involvement.

While regular MPO meetings are sparsely attended, attendance is typical of public meetings in Janesville when no specific controversial item is on the agenda. Efforts to increase participation in public meetings include emailing information to stakeholder groups such as Janesville Velo Club and Rock Trail Coalition.

The MPO achieves meaningful public participation during special planning initiatives and project specific planning. Text has been added to the Public Participation Plan to encourage direct outreach whenever possible for special planning initiative and project specific planning.

## **Recommendations Incorporated into the 2017 Public Participation Plan**

- Clarified procedures for project work teams and advisory sub-committees.
- Clarified procedures for processing administrative modifications and amendments to the Transportation Improvement Program.
- Incorporated JTS Fare change and service change procedure as an Appendix

**RESOLUTION 2017 - 03**

**A Resolution Endorsing amendment to the Public Participation Plan  
For the Janesville Metropolitan Planning Area**

**WHEREAS**, the Janesville Area Metropolitan Planning Organization Policy Board is recognized by the Governor of Wisconsin, the Federal Highway Administration and the Federal Transit Administration as the urban transportation planning policy body with responsibility for carrying out the urban transportation planning process in accordance with federal regulations.

**NOW THEREFORE BE IT RESOLVED**, that the Policy Board of the Janesville Area Metropolitan Planning Organization endorses amendments to the Public Participation Plan for the Janesville urbanized area as being consistent with the 2015-2050 Janesville Area Long Range Transportation Plan, and the Janesville Transit System Transit Development Plan of 2017.

**BE IT FURTHER RESOLVED**, that the Policy Board certifies that the requirements of Section 134 of Title 23, CFR 450 (the Federal Transit Administration's and Federal Highway Administration's regulations for urban transportation planning), Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by the State of Wisconsin under 23 U.S.C. 140 and 29 U.S.C. 794, sections 1101(b) of Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP – 21) (P.L. 112-141), and all applicable FAST Act and ADA requirements are met.

**AND BE IT FURTHER RESOLVED**, that the Janesville Area Metropolitan Planning Organization Policy Board approves the Public Participation Plan.

ADOPTED: November 29, 2017

APPROVED: \_\_\_\_\_

  
Chair, MPO  
Policy Board

ATTEST: \_\_\_\_\_



Duane Cherek  
Planning Services Manager/ MPO Director



## Appendix B: Public Comment Policy Regarding Transit Major Service Reductions and Fare Increases

### **Purpose**

The purpose of this policy statement is to describe how the Janesville Transit System (JTS) solicits and considers public comments prior to a fare increase or major service reduction.

This policy sets forth planning and public comment processes related to transit service and fare structure changes. Whenever appropriate, the following policy refers to and relies upon existing City of Janesville ordinances or public participation processes used by the Janesville Area Metropolitan Planning Organization (MPO) in transportation planning studies and projects.

### **Major Service Change Definition**

A major service change is defined as the elimination of one or more regular year-round routes or other reductions equal to 15% of the overall service level of the system.

### **Minor Service Change Definition**

Service changes that do not meet the definition of a major service change shall follow the minor service change notice procedure as described below.

### **Minor Service Change Notice Procedure**

- Notice shall be posted at the Janesville Transfer Center at least one week prior to change.
- Notice shall be posted on the City of Janesville website at least one week prior to change.
- Notice shall be posted on the bus(es) or route that is/are affected by the change, if appropriate, at least one week prior to change.

### **Major Service Change Procedure**

Major service changes are typically the result of a special study or a Transit Development Plan (TDP) directed by the MPO with significant involvement from JTS staff. The Public Participation Plan (PPP) adopted by the MPO outlines the goals and objectives of public participation as well as provides a set of guidelines and standards to follow when soliciting public comments on local transportation plans and programs. The following procedures include PPP language with additional participation and notice activities specific for transit studies.

#### *Plan Development*

A report of existing conditions of the transit system is the first stage in the development of service recommendations. The existing conditions report will be developed with direct public involvement from bus riders and transportation stakeholders as well as the collection of data such as ridership counts. Methods of involvement to solicit comments may include but are not limited to on-board surveys, online surveys, hosting an information booth at the Transit Transfer Center or other locations, public open house, one-on-one interviews, and focus groups.

Notice of direct public involvement opportunities, such as on-board surveys, will be posted at the Transit Transfer Center and on buses at least one week prior to the activity. A public open house meeting will follow procedures described in the public meetings section of this policy.

### *Draft Plan Recommendations*

City staff and any TDP consultants will use the existing conditions report; and the public comments obtained through the public's involvement to develop draft plan recommendations. Once recommendations have been drafted, a public open house meeting will be scheduled to solicit public comments. A summary of proposed changes will be posted at the Transit Transfer Center. The summary will include a map depicting the proposed changes, and text describing the change. Contact information will be provided for those wishing to make public comment and the comment period will last a minimum of two weeks before the MPO Policy Board meets to consider adoption of the Plan.

### *Plan Adoption and Service Change Implementation*

After considering any comments received from the public, the final draft Plan will be presented to the MPO Policy Board for adoption. All MPO meetings are advertised as public meetings. Implementation of changes will occur no less than 30 days from adoption of the final Plan in order to give sufficient notice of changes. Notice of changes to occur will be given in the following ways:

- Notice shall be posted at the Janesville Transfer Center at least 30 days prior to change.
- Notice shall be posted on the City of Janesville website at least 30 days prior to change.
- Notice shall be posted on the bus(es) or route that is/are affected by the change, if appropriate, at least 30 days prior to change.

In the event that major service changes become necessary due to citywide financial constraints or other circumstances not related to a special study or updating the Transit Development Plan, JTS will scale the major service change procedures to meet the requisite timeline. The report on existing conditions would be developed using city staff personnel. The report on existing conditions would include less rigorous analysis in comparison to the level of analysis used when completing a special study or updating the TDP. The existing conditions report may include significantly less direct public involvement opportunities. In addition, the public comment period regarding draft service changes may also be shortened to meet the necessary timeline. At minimum, a two week period to comment on the draft recommendations would occur. Changes would be adopted at a City Council meeting, in which a public hearing would precede action on the item. The service change implementation process shall remain the same and the notice period for implementing changes shall remain at 30 days.

### **Public Meetings**

A Class One Public Notice will be printed in the *Janesville Gazette* and included in the City of Janesville weekly press release, which is sent to media outlets and citizens. Each meeting will be published on the online City of Janesville Public Meeting Calendar to announce meetings. The notice shall state the purpose, time, and location of the meeting as well as staff contact information. The public notice shall be printed in the newspaper, sent with the City of Janesville

weekly press release, and published on the online City of Janesville Public Meeting Calendar at least one week prior to the meeting.

The site for all meetings will be adequate in size for the audience, accessible to persons with disabilities, located on or convenient to the public transportation routes and provide adequate parking. The special needs of the population being served will be considered when choosing meeting locations. An effort will be made to choose a time that will accommodate the majority of the public, while still allowing the voting members to participate fully. Meetings will be scheduled so that persons who must rely on public or specialized transit can attend and still return home during the hours of operation of those systems. Public requests for alternate meeting locations will be considered and every attempt at accommodation will be made. Any applicable handouts will be available to the public as they enter the meeting room. Individuals may make oral comments, submit written comments, or send comments to the MPO staff at the appropriate postal or email address.

A sign language interpreter for hearing impaired persons will be made available if requested at least 48 hours in advance. If requested, staff members will provide assistance in describing exhibits or provide information in alternative formats for visually impaired person or those with other disabilities. An interpreter will be provided to persons of limited English proficiency (LEP) if requested at least 48 hours in advance.

When possible the MPO shall use visualization techniques such as maps, transportation models, drawings, photographs, or illustrative renderings of proposals to present the projects, plans or topics being discussed at each meeting.

All documents, including maps can be viewed at the City of Janesville Planning Services Division (City Hall), the City of Janesville Hedberg Public Library and on the City of Janesville website. Individuals can obtain paper copies of the documents or CDs containing the documents at the City of Janesville Planning Services Division (City Hall). Visualization aids used in presentations can be viewed at the City of Janesville Planning Service Division (City Hall). The aids specific to the meeting will be kept for at least 2 weeks after the meeting.

### **Solicitation of Comments**

Input at all stages of the process will be collected by the MPO through written comment, through direct contact with staff, or by calling or emailing MPO staff directly. These comments will be discussed at the technical meetings, city council meetings or open houses held during the plan development stage. All comments will be incorporated in the final document as an appendix. The final plan document will include a summary of public feedback and what steps were taken to address concerns or issues raised by the public.

### **Fare Change Procedures**

Transit service fares are set by Janesville city ordinance. Changes to city ordinance are brought forth by City Administration to the Janesville City Council in the following manner:

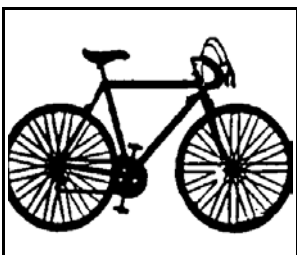
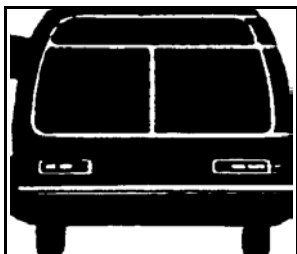
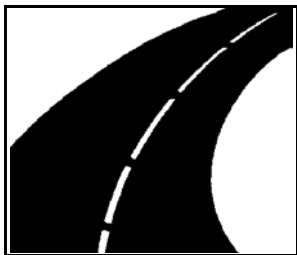
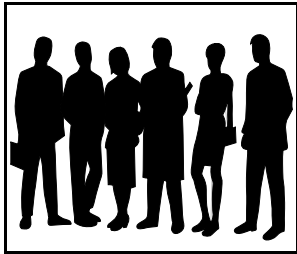
1. The agenda for Janesville City Council meeting is made public on the Wednesday before a regular City Council meeting, which meets every second and fourth Monday of the month. Agenda materials are posted to the City's website. Hard copies of the agenda are posted in the entry of City Hall; in the rack on the Council Chambers door at City Hall; at the Rock County Courthouse and at the Hedberg Public Library.
2. A proposed fare change is first set on the agenda under "New Business". At this meeting, the City Clerk reads aloud the proposed ordinance change and the City Council schedules the item for a public hearing.

Members of the public may speak at a City Council meeting during the regular agenda item "Public comments on items on the Agenda not requiring a public hearing and on matters which can be affected by Council action". The speaker is allowed four minutes to make comments. Comments are directed to the City Council and are noted in the meeting minutes. Council meetings are recorded for live transmittal and on demand re-broadcast.

3. On the date of the City Council meeting in which the scheduled public hearing takes place, the agenda item is set on the agenda under "Old Business". The ordinance is read aloud a second time and then the Council President opens the public hearing. Anyone wishing to speak is allowed three minutes. Comments are directed to the City Council and are noted in the meeting minutes. Council meetings are recorded for live transmittal and on demand re-broadcast. After the public hearing, City Council may choose to approve, reject, refer for further study, continue until a later meeting, table, or take other action on the item.
4. If the ordinance change is approved, the new ordinance language is published in the Janesville Gazette within ten days. The transit service fares would go into effect on the date listed in the ordinance.
5. After a fare change is approved by the City Council, notice to riders of the impending fare change is posted on buses, at the Transit Transfer Center, and on the City's website at least one week prior to the implementation.

Appendix C: Environmental Consultation Plan

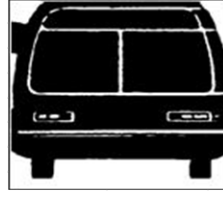
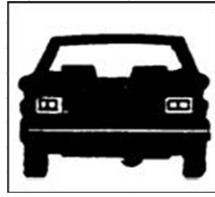
# Environmental Consultation Plan



Janesville Area Metropolitan  
Planning Organization

[www.ci.janesville.wi.us](http://www.ci.janesville.wi.us)

**November 2007**



## MPO ORGANIZATION

The Janesville Area MPO includes the following units of government: City of Janesville, City of Milton, Rock County, and the Towns of Harmony, Janesville LaPrairie, Milton and Rock. The work of the Janesville Area MPO is directed by a Policy Board which is advised by a Technical Advisory Committee. The City of Janesville Community Development is the staff for the MPO.

Policy Board		TECHNICAL ADVISORY COMMITTEE	
<b>COMMON COUNCIL</b>	<b>TOWN CHAIRPERSONS</b>	<b>CITY OF JANESVILLE</b>	<b>CITY OF BELoit</b>
Tim Wellnitz	Roger Fanning Town of Harmony	Herb Stinski Assistant City Manager	Bob Soltau MPO Coordinator
Paul Williams Policy Board Chair	Mike Saunders Town of La Prairie	Jack Messer Director of Public Works, City Engineer (Vice Chair)	WisDOT
William Truman	Edward Marshall Town of Janesville	David Mumma Transit Director	Arun Rao Bureau of Planning
Russ Steeber	Mark Gunn Town of Rock	Bradley A. Cantrell Director of Community Development (Chair)	Franco Marcos SW Region
Craig DeGarmo	Bryan Meyer Town of Milton	Mike Payne Assistant Engineering Manager	FTA Marisol Simon Region 5 - Regional Administrator
Amy Loasching		Dennis Ryan Traffic Engineer	FHWA
George Brunner Policy Board Vice - Chair		<b>CITY OF MILTON</b>	Dwight McComb Plan. and Prog. Devel. Engineer
<b>CITY OF JANESVILLE</b>	<b>WisDOT</b>	Todd Schmidt City Administrator	<b>BICYCLE/PEDESTRIAN</b>
Steve Sheffler City Manager	John Vesperman Planning Chief - Southwest Region	Howard Robinson Director of Public Works	Carolyn Brandeen Rock Trail Coalition
<b>CITY OF MILTON</b>		<b>ROCK COUNTY</b>	<b>TOWN CHAIRPERSONS</b>
Nathan Bruce Mayor		Scott Heinig Planning Director	Roger Fanning Town of Harmony
<b>ROCK COUNTY</b>		Ben Coopman Highway Commissioner	Mike Saunders Town of La Prairie
Charles Elliott Rock County Board of Supervisors		Charles Elliott Rock Co. Board of Supervisors	Edward Marshall Town of Janesville
<b>PREPARED BY:</b>	Janesville Area MPO	<b>FREIGHT</b> (non voting member) Larry Schieve GM freight representative	Mark Gunn Town of Rock
			Bryan Meyer Town of Milton

The printing of this report was financed in part through a joint planning grant from the U.S. Department of Transportation, Federal Highway Administration, Federal Transit Administration and the Wisconsin Department of Transportation

## INTENT

The purpose of this document is to inform federal, state and local agencies within the Metropolitan Planning Organization (MPO) area with environmental interests (see Figure 1) of the MPO's intent to update the Long Range Transportation Plan (LRTP). This guide specifically outlines the plan development, notification, and involvement process for these groups during the development of the LRTP.

**Figure 1.**

<b>Roll</b>	<b>Group</b>	<b>Point of Contact</b>
Consulting Agency	City of Janesville City Council	George Brunner, President
Consulting Agency	City of Milton	Nathan Bruce, Mayor
Consulting Agency	DATCP	Peter Nauth, AIS Program, Land Resources Bureau
Consulting Agency	FAA c/o Wisconsin Bureau of Aeronautics	Wendy Hottenstein
Consulting Agency	FHWA	Stephanie Hickmann, Environmental Coordinator
Consulting Agency	Historic Preservation - Public History Rm: 308	Michael Stevens, SHPO
Consulting Agency	National Park Service	Mary Tano, Manager
Consulting Agency	National Resources Conservation Service	David Hvizdak, Soil Scientist
Consulting Agency	Rock County	Craig Knutson, County Administrator
Consulting Agency	Rock County Land Conservation, USDA Service Center	Thomas Sweeney, County Land Conservationist
Consulting Agency	Rock County Land Conservation, USDA Service Center	Roger Allan, County Natural Resource Conservationist
Consulting Agency	Rock County Sheriff's Dept.	Gary Groelle
Consulting Agency	Town of Harmony	Roger Fanning, Chair
Consulting Agency	Town of Janesville	Edward Marshall, Chair
Consulting Agency	Town of La Prairie	Michael Saunders, Chair
Consulting Agency	Town of Milton	Bryan Meyer, Chair
Consulting Agency	Town of Rock	Mark Gunn, Chair
Consulting Agency	US Army Corps of Engineers	Tamara Cameron, Regulatory Branch
Consulting Agency	US Army Corps of Engineers	Stacy Marshall, Regulatory Project Manager
Consulting Agency	US Environmental Protection Agency	Newton Ellens, Environmental Review Branch
Consulting Agency	US Fish and Wildlife	Louise Clemency, Fish and Wildlife Biologist
Consulting Agency	WisDOT - Bureau of Aeronautics	David Greene, Director
Consulting Agency	WisDOT - Southwest Region	Jenny Grimes, Environmental Coordinator
Information	City of Janesville	Brad Cantrell, Community Development Director
Information	City of Janesville	Jack Messer, Director of Public Works
Information	City of Janesville	Tom Presny, Parks Director
Information	City of Janesville	Steve Sheiffer, City Manger
Information	City of Milton	Todd Schmidt, City Administrator
Information	Rock County Planning and Development	Scott Heinig, Director
Information	WisDOT - Southwest Region	Franklin Marcos



## **METROPOLITAN PLANNING ORGANIZATION**

The Janesville Area MPO is responsible for developing transportation plans and programming projects for the Janesville planning area. As part of its responsibilities, the MPO is charged with providing a forum for cooperative transportation planning and decision-making.

The Janesville Area MPO is represented by the following units of government:

- City of Janesville
- City of Milton
- Rock County
- Janesville Township
- Harmony Township
- La Prairie Township
- Milton Township
- Rock Township

The City of Janesville Community Development Department serves as the staff for the MPO, and MPO functions are directed by a 16 member Policy Board. The MPO Policy Board is advised by a 24-member Technical Advisory Committee (TAC). Figure 2 illustrates the membership of the MPO Policy Board and TAC.

## **INTRODUCTION**

Environmental consultation on the LRTP an important part of the Janesville area transportation planning process. This document provides a set of guidelines and standards that the Janesville Area MPO intends to follow when developing the LRTP to ensure that all interested environmental agencies have an opportunity for consultation.

## **GOALS AND OBJECTIVES FOR THE ENVIRONMENTAL CONSULTATION PROCESS**

The following objectives form the foundation for the guidelines included in this document:

- Early and continuing opportunities for involvement by consulting agencies
- Timely dissemination of LRTP information to consulting agencies and feedback from said agencies
- Adequate notice to the consulting agencies regarding public involvement opportunities and activities
- Adequate time for review and comment at important decision points by the consulting agencies.
- Documentation of comments by consulting agencies on the LRTP plan
- Periodic review and revision of the environmental consultation process.

## **ENVIRONMENTAL CONSULTATION CONTACTS & CONTACT METHOD**

The Janesville Area MPO maintains and updates with each new LRTP, an extensive list of federal, state and local agencies with environmental interests within the MPO area, these entities make up the “Environmental Consultation Contact List”, and are listed in Figure 1. The MPO will alert the agencies on the list of the development of the LRTP, and their input will be sought at key decision points. They will also be invited to be involved in the development of the *Environmental Consultation Plan*.

A copy of the most recent “Environmental Consultation Contact List” will be available for review at the City of Janesville Community Development Department (Janesville Municipal Building). Any federal, state or local agency may request to be added to the list for future meeting notification and document distribution, but this does not automatically make them a consulting agency. The list of consulting agencies is to be determined administratively by the MPO Director.

At the federal and/or state level a separate process may be developed to bring the federal and state resource agencies together to for consultation. Should this process be developed, the MPO will work with the appropriate agencies to coordinate efforts.

Whenever feasible, email will be the primary method of notification and information distribution for all stages of consultation.

## **ENVIRONMENTAL CONSULTATION PLAN DEVELOPMENT PROCESS**

The *Environmental Consultation Plan* will be developed in coordination with the MPO’s consulting agencies. The Plan will be developed in 3 phases pre-draft, draft and final draft. The agencies within the MPO area that have an environmental interest will be contacted during the pre-draft phase and alerted of the development of the MPO’s *Environmental Consultation Plan* and their input on a pre-draft will be requested. Interested agencies will have two weeks to submit their comments to the MPO. This can be done in writing, in person, or via the phone. During this phase, the MPO will gather input and ideas on how to formulate the document.

From the work done in the pre-draft phase, the MPO will draft the *Environmental Consultation Plan*. The document will then be distributed to the consulting agencies for their input. The consulting agencies will have 10 working days to submit their comments on the draft to the MPO. This can be done in writing, over the phone, or in person. The MPO will follow up with the consulting agencies when needed, and use the comments received to prepare the final draft of the document.

Upon completion, the final draft will be distributed to the consulting agencies along with the TAC meeting information, 30 days before the associated TAC meeting, and the consulting agencies will have 20 days to submit their comments to the MPO in writing. The comments received will be shared with the TAC at the meeting. After the TAC’s review, the final adoption

of the *Environmental Consultation Plan* is subject to MPO Policy Board (PB) approval. A 20 – day public comment period will be available prior to the adoption of the plan by the Policy Board. During the 20 – day public comment period, a public notice will be printed in the local newspaper. The public notice will state where the document can be reviewed and staff contact information. Contact information for MPO staff will include an address, telephone number, fax number, and email address. The document will be available for review at the City of Janesville Community Development Department (Janesville Municipal Building), the Janesville-Hedberg and Milton libraries, and on the MPO web page. Comments received on the final draft of the *Environmental Consultation Plan* and the MPO’s response to those comments will be attached to the final draft document and made available to policy board committee members.

Amendments to the *Environmental Consultation Plan* will follow the same process as the adoption of the final draft plan. The amendment to the final draft will be distributed to the consulting agencies along with the TAC meeting information, 30 days before the associated TAC meeting, and the consulting agencies will have 20 working days to submit their comments to the MPO in writing. The comments received will be shared with the TAC at the meeting. Following review by the TAC, there will be a 20-day public comment period before final approval of the amendment(s) by the MPO Policy Board.

## **ENVIRONMENTAL CONSULTATION PROCESS FOR LRTP**

The Janesville Area MPO recognizes the importance of considering the environmental impacts of transportation projects and the efficiencies that can be gained by engaging in this process in the early phases of plan development. To this end, the MPO has developed the *Environmental Consultation Plan* to guide environmental coordination and consultation efforts during the LRTP development process.

The elements of the LRTP will be developed in four phases: information gathering, pre-draft, draft, and final draft. The activities within each phase will be as follows:

### **Information Gathering**

- The MPO will review the “Environmental Consultation Contact List,” confirming the appropriateness of the agencies included and the contact information on record.
- The MPO will notify the agencies on the “Environmental Consultation Contact List” that the MPO will be updating the LRTP.
- The MPO will provide the agencies on the “Environmental Consultation Contact List” the opportunity to provide input on the process for development of the LRTP plan.
- The MPO will work with the agencies on the “Environmental Consultation Contact List” to compile the available environmental data that is relevant to the MPO planning area.

### **Pre – Draft**

- The MPO will utilize the data provided in the information gathering stage to create the infrastructure expansion recommendations of the element.

- The MPO will map the infrastructure expansion recommendations of the plan against the known environmental resources provided by the consulting agencies in the pre-draft stage, and share the maps with the consulting agencies.
- The consulting agencies will provide the MPO with feedback on the infrastructure expansion recommendations of the plan.

### **Draft**

- The MPO will utilize the feedback provided by the consulting agencies in the pre-draft phase to create a draft of the element to be presented to the TAC.
- The draft element will be presented to the consulting agencies 30 days prior to the associated TAC meeting, and the consulting agencies will have 20 days to submit their comments in writing. The MPO will be available to meet to review the consulting agencies written comments, up to 5 working days before the associated TAC meeting.
- The MPO will share the comments received with the TAC at the meeting.

### **Final Draft**

- Based on the recommendations of the TAC, the MPO will create the final draft for MPO Policy Board review.
- There will be a 45-day public comment period between TAC review and final Policy Board adoption.
- The MPO will alert the consulting agencies of the element's availability and the date of the MPO Policy Board meeting.

The intent of the consultation plan is to provide all interested parties with the opportunity to comment on the plan early and often. It may become appropriate to work with other jurisdictions or entities to bring the interested parties together, requiring a deviation from the timelines outlined above. The MPO director has the authority to authorize these changes in order to facilitate the scheduling and staging of document review.

### **Documentation of Comments Received During Each Stage**

In an appendix to the LRTP, the MPO will document the consulting agencies contacted throughout the plan's development, and the agencies that submit comments at each stage. The comments submitted at public meetings will be recorded as part of the meetings and recorded accordingly.

### **Result of Consultation**

When applicable, the MPO will utilize the comments received through the consultation process to develop the plan recommendations and project mitigation recommendations.

## COMPLAINTS

All complaints regarding the *Environmental Consultation Processes* shall be filed with the Janesville Area MPO Coordinator. Complaints are reviewed by the MPO Coordinator and Community Development Director. If the MPO Coordinator and Community Development Director are unable to resolve the issue the complaint will be reviewed by the City Attorney. Complaints may also be heard by jurisdictions included within the MPO Planning Boundary. Those jurisdictions would then file the complaint with the MPO Coordinator.

## DOCUMENTATION

Copies of all planning documents will be available for viewing at the City of Janesville Community Development Department (Janesville Municipal Building), and on the MPO web page.

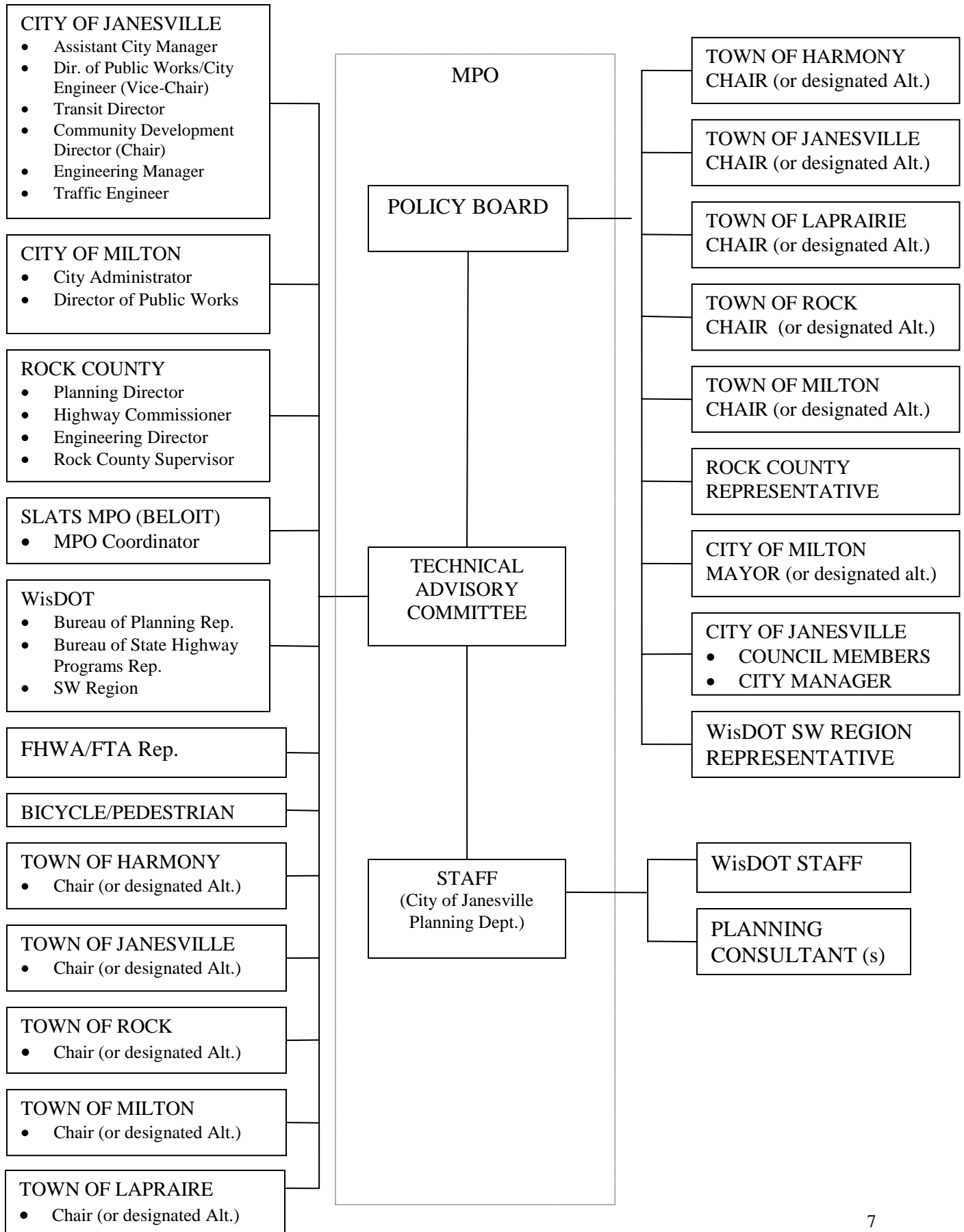
Please submit comments or questions to:

Janesville Area MPO – Community Development Department  
18 N. Jackson St.  
P.O. Box 5005  
Janesville, WI 53545  
Telephone: (608)755-3095  
Fax: (608) 755-3196  
Email: [planning@ci.janesville.wi.us](mailto:planning@ci.janesville.wi.us)

[www.ci.janesville.wi.us](http://www.ci.janesville.wi.us)

May - 2007

## FIGURE 2



## **PLAN APPENDIX**

Those listed on the environmental consultation mailing list were notified of the development of the plan and asked to participate in its development. Following the preparation of a draft plan, the plan was posted on the MPO's website and those listed on the mailing list were notified of the documents availability and asked for their comments. Following this, the final draft plan was available for review on the MPO's webpage, at the Janesville Planning Services Department, and at the Janesville Hedberg and Milton Public libraries. A public hearing/open house was held at the TAC and Policy Board meetings, both of which were publicly noticed.

Many groups, such as FHWA and WisDOT submitted suggested changes, which were discussed and then incorporated in to the final document as appropriate. No substantive changes were suggested.

## Environmental Consulting Agency Mailing List

Roll	Group	Point of Contact
Consulting Agency	City of Janesville City Council	George Brunner, President
Consulting Agency	City of Milton	Nathan Bruce, Mayor
Consulting Agency	DATCP	Peter Nauth, AIS Program, Land Resources Bureau
Consulting Agency	FAA c/o Wisconsin Bureau of Aeronautics	Wendy Hottenstein
Consulting Agency	FHWA	Stephanie Hickmann, Environmental Coordinator
Consulting Agency	Historic Preservation - Public History Rm: 308	Michael Stevens, SHPO
Consulting Agency	National Park Service	Mary Tano, Manager
Consulting Agency	National Resources Conservation Service	David Hvizdak, Soil Scientist
Consulting Agency	Rock County	Craig Knutson, County Administrator
Consulting Agency	Rock County Land Conservation, USDA Service Center	Thomas Sweeney, County Land Conservationist
Consulting Agency	Rock County Land Conservation, USDA Service Center	Roger Allan, County Natural Resource Conservationist
Consulting Agency	Rock County Sheriff's Dept.	Gary Groelle
Consulting Agency	Town of Harmony	Roger Fanning, Chair
Consulting Agency	Town of Janesville	Edward Marshall, Chair
Consulting Agency	Town of La Prairie	Michael Saunders, Chair
Consulting Agency	Town of Milton	Bryan Meyer, Chair
Consulting Agency	Town of Rock	Mark Gunn, Chair
Consulting Agency	US Army Corps of Engineers	Tamara Cameron, Regulatory Branch
Consulting Agency	US Army Corps of Engineers	Stacy Marshall, Regulatory Project Manager
Consulting Agency	US Environmental Protection Agency	Newton Ellens, Environmental Review Branch
Consulting Agency	US Fish and Wildlife	Louise Clemency, Fish and Wildlife Biologist
Consulting Agency	WisDOT - Bureau of Aeronautics	David Greene, Director
Consulting Agency	WisDOT - Southwest Region	Jenny Grimes, Environmental Coordinator
Information	City of Janesville	Brad Cantrell, Community Development Director
Information	City of Janesville	Jack Messer, Director of Public Works
Information	City of Janesville	Tom Presny, Parks Director
Information	City of Janesville	Steve Sheiffer, City Manger
Information	City of Milton	Todd Schmidt, City Administrator
Information	Rock County Planning and Development	Scott Heinig, Director
Information	WisDOT - Southwest Region	Franklin Marcos



May 21, 2007  
*Sent via-email*

**RE: Janesville Area MPO: Invitation to be a Consulting Agency on the Development of the Environmental Consultation Plan**

To Whom It May Concern:

As part of SAFETEA-LU the Janesville Area MPO (MPO) is required to initiate consultation efforts with federal, state, local and tribal environmental, regulatory and resource agencies when developing a *Long Range Transportation Plan* (LRTP). To facilitate SAFETEA-LU's required consultation process, the MPO is going to develop an *Environmental Consultation Plan* to guide this process.

The Janesville Area MPO, as shown in Map 1, consists of the City of Janesville, the City of Milton and portions of the towns of Milton, Harmony, LaPrairie, Rock, and Janesville. As an agency involved in planning for this area the MPO would like to invite your organization to be an environmental consulting agency. The responsibilities of an environmental consulting agency will be two fold:

1. Help draft the initial *Environmental Consultation Plan*.
2. Provide feedback and technical assistance on the development of future long-range transportation plans.

If your agency is interested in acting as a consulting agency, please complete the attached form and return it to the MPO by June 14, 2007.

Sincerely,

Alexis Kuklenski  
MPO Coordinator

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Organization:\_\_\_\_\_

Main Contact Person:\_\_\_\_\_

Phone:\_\_\_\_\_

Email:\_\_\_\_\_

Mailing Address:\_\_\_\_\_

☐ Yes, we are interested in acting as an environmental consulting agency for the development of the *Janesville Area Long Range Transportation Plan*, and the staff member listed above is available to assist with the plan's development.

☐ No, we are not interested in acting as an environmental consulting agency for the development of the *Janesville Area Long Range Transportation Plan*.

Signature:\_\_\_\_\_

Name (Print): \_\_\_\_\_

Date:\_\_\_\_\_

Please write any addition questions or comments below.\_\_\_\_\_

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July 11, 2007  
*Sent via-email*

**RE: Development of the *Janesville Area MPO Environmental Consultation Plan***

To Whom It May Concern:

In May, the Janesville Area MPO (MPO) contacted you regarding the creation of an *Environmental Consultation Plan*. At this time, the MPO would like your help in creating their *Environmental Consultation Plan*.

If you are interested, please review the DRAFT *Environmental Consultation Plan* posted on the website. You can access the document by visiting <http://www.ci.janesville.wi.us/citysite/mpo.html>, and clicking on the folder at the top of the page. The document is labeled "DRAFT Environmental Consultation Plan". Please provide your comments to the MPO by July 23. If you would like, you can call the MPO and set up a meeting to discuss your comments in person.

Thank you for your assistance in creating the MPO's *Environmental Consultation Plan*.

Sincerely,

Alexis Kuklenski  
MPO Coordinator

# JANESVILLE AREA METROPOLITAN PLANNING ORGANIZATION



Planning Services Department

18 North Jackson Street

Janesville, WI 53545

Janesville Area MPO Policy Board Meeting

**Monday, November 12, 2007**

Municipal Building - Room 416

Scheduled for 6:15 p.m.

## Meeting Notes

### I. Call to Order

Chairman Williams called the meeting to order at 6:15 p.m.

### II. Roll Call

#### Members

Present / Absent

<u>x</u>	___	Tim Wellnitz, Janesville Common Council
<u>x</u>	___	Paul Williams, Janesville Common Council (Chair)*
<u>x</u>	___	William Truman, Janesville Common Council
<u>x</u>	___	Russ Steeber, Janesville Common Council *
<u>x</u>	___	Craig DeGarmo, Janesville Common Council
___	<u>x</u>	Amy Loasching, Janesville Common Council
<u>x</u>	___	George Brunner, Janesville Common Council (vice-chair)
<u>x</u>	___	Steve Sheiffer, Janesville City Manager

Present / Absent

<u>x</u>	___	Charles Elliot, Rock County (represented by Rich Cannon, Rock County Planning Department)
<u>x</u>	___	Mike Saunders, LaPrairie Twp (Arrived late)
___	<u>x</u>	Edward Marshall, Janesville Twp
___	<u>x</u>	Roger Fanning, Harmony Twp
___	<u>x</u>	Mark Gunn, Rock Twp
___	<u>x</u>	Bryan Meyer, Milton Twp
<u>x</u>	___	John Vesperman, WisDOT
<u>x</u>	___	Nathan Bruce, City of Milton Mayor

Others Present: Brad Cantrell (Community Development Director, Janesville), Duane Cherek (Planning Services Manager, Janesville), Alexis Kuklenski (MPO Coordinator), Jack Messer (Public Works Director, Janesville), Jay Winzenz (

### III. Approval of Minutes

1. **Approval of the June 25, 2007 minutes.** Chairman Williams noted that Member Brunner's name should have an additional 'n'. On a motion by Member Sheiffer, seconded by Member Steeber, the June 25, 2007 minutes were approved with the noted correction and no other discussion. Motion carried: 11-0-0

### IV. New Business

1. **Review and approval of *Environmental Consultation Plan*.** Alexis Kuklenski, MPO Coordinator, presented the proposed *Environmental Consultation Plan*. There was no

discussion from the members. On a motion by Member Steeber, seconded by Member Wellnitz, the Policy Board unanimously agreed to adopt the *Environmental Consultation Plan*. Motion carried: 11-0-0.

2. **Review and approval of the *TIP Prioritization Process*.** Alexis Kuklenski, MPO Coordinator, presented the proposed *TIP Prioritization Process*. There was no discussion from members. On a motion by Member Steeber, seconded by Member Wellnitz, the Policy Board unanimously agreed to adopt the *TIP Prioritization Process*. Motion carried: 11-0-0.
3. **Review and approval of an amendment to the *2005-2035 Long Range Transportation Plan*.** Alexis Kuklenski, MPO Coordinator, presented the proposed amendment to the *2005-2035 Long Range Transportation Plan*. Member Bruce stated that Milton is interested in completing a study to examine the feasibility of extending transit service from Janesville to Milton. Kuklenski noted that there were two appropriate places to note such a project, the long range plan, which is updated every five years, and the Work Program, updated annually. Kuklenski stated that the next logical step would be for the City of Milton to formally contact the MPO with their request so the project could be incorporated into the next Work Program. She also noted that at this time, the City of Janesville pays the local share of MPO planning funds, and should Milton pursue the study, they would have to provide the local share of all funds required for the project. Member Bruce said that that Milton is prepared to pay their share. There was no further discussion from members. On a motion by Member Steeber, seconded by Member Wellnitz, the Policy Board unanimously agreed to adopt MPO resolution 2007-4, approving the amendment to the *2005-2035 Long Range Transportation Plan*. Motion carried: 11-0-0.
4. **Review and approval of the *2008 Work Program*.** Alexis Kuklenski, MPO Coordinator, presented the proposed *2008 Work Program*. There was no discussion from members. On a motion by Member Steeber, seconded by Member Wellnitz, the Policy Board unanimously agreed to adopt the *2008 Work Program*. Motion carried: 11-0-0.
5. **Review and approval of the *2008-2013 Transportation Improvement Plan*.** Alexis Kuklenski, MPO Coordinator, presented the proposed *2008-2013 Transportation Improvement Plan*. The Board asked for additional descriptive detail on a couple of projects. There was no substantive discussion. On a motion by Member Brunner, seconded by Member Bruce, the Policy Board unanimously agreed to adopt MPO Resolution 2007-3, approving the *2008-2013 Transportation Improvement Plan*. Motion carried: 11-0-0.

**V. Other items for discussion or action**

None

**VI. Adjourn**

The MPO Policy Board meeting of November 12, 2007 adjourned at 6:40 p.m.

Respectfully submitted,

Alexis Kuklenski  
MPO Coordinator